

Brookhaven National Laboratory/ Light Sources Directorate				
<b>Subject:</b>	<b>Drawing and Specification Distribution</b>			
<b>Number:</b>	<b>DL-QAP-0404</b>	<b>Revision:</b>	A	<b>Effective:</b> 5/15/2008
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\*Approval signatures on file with master copy.

[Revision Log](#)

## 1.0 PURPOSE

To establish responsibilities and procedures for distribution of new and revised engineering drawings, specifications, and Engineering Change Notices (ECN) intended for use during the fabrication or procurement of components or systems for the National Synchrotron Light Source (NSLS) and National Synchrotron Light Source II (NSLS II).

## 2.0 SCOPE

This procedure is applicable to all formal drawings, specifications, and/or Engineering Change Requests/Notices (ECR/ECNs) for items intended for use by the NSLS Department or the NSLS II Project.

## 3.0 POLICY

- 3.1 The NSLS or NSLS II Design Group/designee will maintain, control, and distribute all engineering drawings, specifications, and ECR/ECNs (NSLS only) in accordance with this procedure. For NSLS II, the Configuration Manager will maintain and control all ECR/ECNs, the NSLS II Design Group will implement and then distribute the completed ECR/ECN package.
- 3.2 The responsible engineer/scientist will determine the distribution of drawings, specifications, and ECR/ECNs for those items for which he/she is responsible. He/she shall assure that current design or procurement information is provided to all concerned department individuals, BNL service groups, and/or suppliers.

## 4.0 REFERENCES

- 4.1 "[Preparing and Revising Drawings and Specifications](#)", DL-QAP-0403.

## 5.0 DEFINITIONS

- 5.1 **Drawing or Specification** - A document setting forth a pictorial and/or descriptive language and representation of a process, part, component, or assembly.
- 5.2 **Engineering Change Request (ECR)** - A document that is used to request changes to engineering drawings, specifications, or associated documents.
- 5.3 **Engineering Change Notice (ECN)** - A document that is used to communicate to affected organizations that an engineering drawing, specification, or associated document has been revised in some manner, and that action, as indicated on the ECN, is required.

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- 5.4 **Formal Drawing or Specification** - A completed engineering drawing or specification which has been checked and incorporates all of the required approvals. Such documents contain sufficient detailed information necessary to manufacture, purchase, inspect, and if applicable, test parts, components, or assemblies.
- 5.5 **Responsible Engineer or Scientist** – Specific individual assigned technical design or scientific responsibility for an item, research activity, or function.

## 6.0 PROCEDURE

- 6.1 The NSLS or NSLS II Design Group will store the completed originals (masters) of all formal drawings, specifications, and ECNs in a controlled file that is accessible only to authorized NSLS or NSLS II Design Group personnel. For NSLS II, completed originals of ECNs shall be retained by the Configuration Manager.
- 6.2 The NSLS or NSLS II Design Group Supervisor or dept. designee will obtain from each responsible engineer/scientist/dept. designee, a distribution list for his/her new or revised drawings, specification, or ECN.
- 6.3 The NSLS or NSLS II Design Group will reproduce copies of all newly completed drawings, and specifications and distribute them to the individuals on the distribution list.
- 6.4 When an ECN is completed but the actual change to the original drawing or specification is to be deferred, the NSLS or NSLS II Design Group does the following:
  - 6.4.1 Reproduces copies of the ECN and the unrevised drawing or specification;
  - 6.4.2 Annotates each unrevised copy of the drawing or specification with the appropriate ECN number(s);
  - 6.4.3 Attaches a copy of the ECN to each stamped or annotated unrevised drawing or specification;
  - 6.4.4 Distributes the ECN and drawing or specification to the Requestor.
- 6.5 All recipients of new or revised drawings, specifications, or ECNs ensure that all drawings or specifications made obsolete or superseded by the revision are removed from their current files and/or workplaces, or are marked "Superseded."
- 6.6 The NSLS or NSLS II Design Group provides copies of released completed drawings, specifications, or ECNs to any individual requesting such a document who has a need for the document.

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- 6.7 Whenever there is any doubt about the revision status, individuals using a drawing or specification for fabrication, inspection, test, procurement, planning, estimating, etc., should contact the NSLS or NSLS II Design Group to verify that the document is of the latest revision.

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Review signatures on file with master copy of controlled document

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